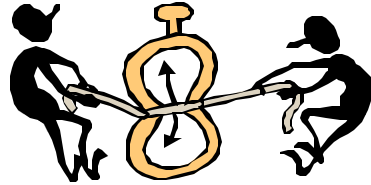


TIME MANAGEMENT

Assess and Manage



Do you wonder where all the time went at the end of the day? Do you work hard, but never get anything finished? Well, you're not alone. Come join others who feel the same way. Let us help you look at where your time is going now and redirect your workflow so you accomplish more of the things that are important to you. During this session, we will:

- ⊕ Review how you currently manage your time
- ⊕ Focus on what you are doing right as well as the areas for improvement
- ⊕ Determine your peak periods of activity and energy
- ⊕ Write a personal mission statement and set goals and priorities
- ⊕ Discuss the importance of organization and how to personalize it to fit your specific needs

**Visit our website at
www.state.il.us/cms/2_servicese_edu/
and click on the "Course
Schedule" link for current class dates,
times, and locations.**

Reserve your place for this workshop by contacting your training coordinator or faxing your registration form to:

Central Management Services
Agency Training Section
FAX # (217) 558-0048

Please note! Registration closes seven calendar days prior to each class. Because seating is limited, register early. Classes with less than ten registrants will be canceled.

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